

## NOAA's Preserve America Initiative Grants Project Proposal Format – Due February 1, 2006

Abstract: Write a brief (no more than half page) narrative providing an overview of the project. Attach this abstract as the first page under the cover (see below for cover format and proposal package sequence).

Proposal: Limit your narrative by writing comprehensive yet concise descriptions. Total length of parts A, B, and C should not exceed five pages. Attach additional information as appendices. Listed below are the evaluation criteria. Describe how your project addresses each one that applies. Required elements that must be addressed in all proposals are A1, A4, B1, B2, B3 (if partners are involved). Proposals that reach the final review stage without a required element will not be considered. It is not required for proposals to address each remaining criterion. However, the more criteria each proposal incorporates, and the higher the score for each criterion, the higher the proposal will rank.

### Part A: Preserve America Initiative Criteria

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To what degree does the project accomplish the following? (Be as quantitative as possible, including measurable outcomes where feasible.)

1. Protect or enhance **historic NOAA properties or heritage assets** that are in danger of being lost (real property, instruments, documents, photographs, and other materials that have helped advance knowledge of the environment). Describe the degree of risk of their loss, quantitatively, if possible. **Required element** (15 points)
2. Incorporate **unique local or regional cultural heritage**. (15 points)
3. Expand existing **partnerships** or develop new ones. Be sure to differentiate between existing partnerships and new partnerships, and describe the degree of expansion for existing partnerships. (10 points) (Partnerships can be across line offices within NOAA, external, or a combination.)
4. Relate to **NOAA's mission** and current or historical efforts to fulfill that mission. **Required element** (5 points)

#### Part B. Project Structure Criteria

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1. Budget: What is the cost to implement the project? Include a tabular budget breakdown by line item (i.e. facilities, equipment, supplies, labor, travel, etc.) showing costs and how they will be distributed among partners, if partners are included. Include references to milestones, deliverables or products, measures of success. Include a brief budget narrative to explain costs if needed. **Required element.** (15 points)
2. Schedule: Clearly and briefly describe a schedule or timeline for implementation, linking the schedule to the budget, including progress milestones, deliverables or products, and quantitative measures of success or accomplishment. **Required element** (15 points)
3. Partnerships: Attach letters of support from each partner specifically describing level of participation (monetary contribution, volunteers, in-kind support, etc.) from all partners listed, and points of contact. The greater the percentage of costs covered by partners, the higher the proposal will rank. **Partner letters as described here are a required element for all projects that incorporate partners.** (10 points)
4. Describe new or enhanced crosscutting opportunities within NOAA. (5 points)
5. If this project could be expanded to require further funding beyond this first cycle, briefly describe how. If this project can be scaled or tailored to local needs and implemented elsewhere, briefly describe how. (5 points)

Part C. Elements difficult to quantify, and uncaptured elements (up to 20 bonus points possible)

1. Provide **economic benefits** by increasing educational and/or commercial value of NOAA assets and their accessibility to the public. (Economic benefits include heritage tourism, developing a “sense of place” for local residents, dissemination of historical information or displays that may have tourism value, as well as direct economic benefits to a community. Providing valid quantitative benefits in terms of dollar amounts will strengthen your proposal.)
2. Describe the magnitude and diversity of the audience for the project.
3. Briefly highlight any unique aspects of this project that have not been adequately described above.

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## PAIG COVER PAGE FORMAT

Heading: PAIG 2005

Project Title:

Project point of contact (name, full mailing address, NOAA line office, and phone number):

Amount requested:

Match amount:

List of partners:

Proposal package sequence

1. Cover page
2. Abstract (half page)
3. Proposal, parts A, B and C (if needed)
4. Letters of support from all partners **(required element for all projects that include partners)**
5. Supplemental materials as needed (photographs, inventories, etc.)